

STATE OF SOUTH CAROLINA EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

Name _____ Personnel No. _____

Agency Department of Disabilities & Special Needs

Department _____

Position Classification _____

Date Assigned to Current Position _____

Performance Review From _____ To _____

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Employee _____ Date _____

(Signature of employee indicates the Planning Stage and Position Description were reviewed with the employee.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Rating Officer Comments _____ Date _____

Employee _____ Date _____

(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor - not that I necessarily agree.)

Employee Comments _____

INSTRUCTIONS

THE PLANNING STAGE

Job Functions - The supervisor, utilizing suggestions from the employee, shall select job functions from the employee's most recent position description and develop success criteria for each function.

Objectives - This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

Performance Characteristics - Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Office of Human Resources. All management and supervisory employees **are required to be reviewed on "promoting equal opportunity."**

The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. After this discussion, the supervisor shall complete the planning stage of the document. **Prior to discussing the completed planning stage with the employee**, the supervisor will present the final document to the reviewing officer for signature. The supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job functions and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage. Performance characteristics will be rated as "Pass" or "Fail" based on the definitions which were communicated to the employee in the planning stage. The characteristics shall be used as a communication tool and shall not be weighed in the determination of the overall performance rating.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

THREE LEVELS OF PERFORMANCE

(To rate job functions, objectives and overall performance)

Exceptional Performance Requirements - Work that is above the success criteria for the job throughout the rating period.

Successful Performance Requirements - Work that meets the success criteria for the job.

Unsuccessful Performance Requirements - Work that fails to meet the success criteria of the job.

(Performance characteristics will not be rated with the three levels of performance. They should be rated as "pass" or "fail.")

JOB FUNCTIONS

Performance
Level

1. Job Function:

Success Criteria:

2. Job Function:

Success Criteria:

3. Job Function:

Success Criteria:

4. Job Function:

Success Criteria:

5. Job Function:

Success Criteria:

ACTUAL PERFORMANCE

OBJECTIVES (Optional)

Performance
Level

1. Objective:

Success Criteria:

2. Objective:

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS_{Pass/Fail}

1. Characteristic: _____

Definition: _____

2. Characteristic: _____

Definition: _____

3. Characteristic: _____

Definition: _____

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.

APPRAISAL RESULTS

Exceptional

Successful

Unsuccessful